SAMPLE AGREEMENT · WORKING TOGETHER

Services *agreement*

CONSULTANT	CLIENT
Andrea Gonzalez Herrera Independent consultant · Los Angeles, California · andreagonzahe@gmail.com	Lumen Fictional sample client

01 What I'll do

I'll deliver the option you choose from our proposal, which is part of this agreement.

Option: ☐ Product Audit · USD 2,500 ☐ Product & Launch Strategy Sprint · USD 4,500

Express delivery (+30%): ☐ Yes ☐ No

I review, recommend and write build prompts; you decide what to build. I don't touch your code unless we agree separately. Phase 2 starts only if we both agree in writing.

02 Timing and access

We start once the deposit, kickoff and access are in place. If access or feedback is delayed, delivery shifts too. Please share test accounts only, never passwords or secret keys.

03 Fees and payment

Phase 1: 50% to start, 50% within 7 days of delivery. Pilot: USD 150/hour, up to 16 hours. Retainer: USD 3,000/month for up to 20 hours, 2-month minimum. Extra hours: USD 150/hour with your written OK.

Invoices are due in 7 days (ACH, Zelle, Venmo, PayPal or Stripe). Expenses are yours, approved first. Taxes extra; late payment may pause work.

04 Changes

Changes to scope, timing or price are agreed in writing first. Email works.

SAMPLE

05 Who owns what

Once paid, the work I create for Lumen is yours. I keep my templates and methods, and you can use any included in your deliverables. One round of factual corrections within 5 business days.

06 Confidentiality

We keep each other's information private and use it only for this project. I only use AI tools with your confidential info if you say OK. At the end, I remove my access and delete shared data on request.

07 Sharing the work

I'll only mention Lumen or share a case study with your written OK.

08 Results and responsibility

I give my best professional judgment, but can't guarantee results like revenue or app store approval. As far as the law allows, my liability is limited to what you paid in the prior 3 months, and neither of us is liable for indirect losses like lost profits.

09 Ending early

The Phase 1 deposit is non-refundable after kickoff. Either of us can end the pilot with 7 days' written notice, or the retainer after its 2-month minimum. Work done until then is paid, and sections 05–08 still apply.

10 The basics

I'm an independent contractor and handle my own taxes. California law applies. This and the proposal are our full agreement; changes must be signed by both of us. E-signatures are fine.

AGREED AND SIGNED

Andrea Gonzalez Herrera · Consultant

SIGNATURE	NAME	DATE

Lumen · Client

SIGNATURE	NAME AND TITLE	DATE

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